

# MANAGEMENT PLAN BASIC REQUIREMENTS

Please refer to the following links for Minneapolis' license requirements for rental property:  
[http://www.minneapolismn.gov/inspections/rental/inspections\\_rentlicenseapp](http://www.minneapolismn.gov/inspections/rental/inspections_rentlicenseapp)



*Samples of forms that we will require you to use are noted with \* and are included in this document.*

Rental Property Address: 2914 Logan Ave N, Minneapolis, MN

Owner Name (person-required): Charles P. Johnson

Company Name:

Owner Full Street Address (not the rental property address): 5948 Garwood Rd N, BP, MN 55443

Owner Phone: 715-379-8681

Owner Email: Charles.P.Johnson@wellsfargo.com

Licensee Name/Company (required if different from manager and owner):

Full Street Address (not the rental property address): SAME AS ABOVE

Phone: Email:

Property Manager Name (required if different from Licensee and Owner): SAME AS ABOVE

Full Street Address (not the rental property address):

Phone: Email:

**YES / NO** This plan applies to ALL of my rental properties in Minneapolis.

All parties with an ownership, management or license interest in the properties are required to enroll in the MPD's email Action Alert system. Therefore, we require that this form be filled out and returned by email. You may also mail it to the MPD representative indicated in the mailed notice you received, or fax it to his/her attention (612-673-2750).

## PURPOSE

This Management Plan is the foundation of the working relationship between the Rental License Holder and the Minneapolis Police Department. It is intended to assure that community standards will be upheld, and that all applicable laws and ordinances related to rental property will be followed.

## TENANT APPLICATION AND SCREENING

1. Applicants will be required to give their consent for a criminal history check, rental history profile and Unlawful Detainer history check. **Rental license holder will employ the following applicant screening service to perform background check:**

Company: tenant check

Mailing Address: 910 W 7 Ave E, St Paul, MN 55106

Phone #: 651-224-3002

Web address: tcofmn.com

Email: info@twincitytenantcheck.com

2. The following background information on applicants is provided by this company:

Criminal history, background, credit score

3. I use the following criteria when accepting tenants with a criminal history (specify types of crimes, time-frame where convictions or patterns of arrests are unacceptable): Nothing criminal in last 12 months unless proof of accusations/convictions of extenuating circumstances.

4. I am aware of Mpls Ordinance 244.1910 Tenant Screening Application Fees, and charge all applicants this fee. AGREED CJ

5. See **Rental Application Denial Form\*** following this questionnaire. I will use this form, or a form with selected criteria from the form when receiving applications, and provide it to applicants. AGREED CJ

### LEASE PROVISIONS

6. I use the lease available from

Minnesota Multihousing Association

☒ Minnesota Bar Association Standard Residential Lease

Minnesota Association of Realtors

If none of the above, I have attached/provided a copy of my lease.

7. The term of our rental agreement/lease is

month-to-month six months ☒ annual other:

8. I/we issue written warnings for the following conduct/lease violations by residents and/or their guests: late payments, noise violations, unlawful activity

9. I/we give notice to vacate to residents for the following conduct/lease violations by residents and/or their guests (see **244.2020 (a) 1-7** for incidents which qualify for conduct violation notices): AGREED CJ

10. I will file for and pursue an eviction if residents in violation of the lease who are given notice do not move. AGREED CJ

11. I will visit this property, or have my employees visit it, at least weekly, to monitor the activity of residents and their guests. AGREED CJ

12. If you discover that someone has moved in with a tenant without your permission, how do you deal with it? Speak to tenant and give 24 hours to verify moved out of start eviction process. After using trespass notice form.

13. I will use the **Crime Free Lease Addendum\*** (p. 10) or have equivalent language in my lease, that the tenant must read and sign before moving in. AGREED CJ

14. I will use **Resident Conduct Rules\*** (page 7) and **Building Rules\*** (page 8), with provisions applicable to my property, that the residents must read and sign before moving in.

AGREED CJ

**MONITORING AND INSPECTIONS**

In order to ensure that the property remains a safe and healthy environment for tenants and neighbors, adequate monitoring and inspections of the property are essential. Monitoring needs to address both the physical condition of the property and the conduct of tenants.

15. I will use the Minneapolis Police Department's standard written **Trespass Notice Form\*** (page 5) when ejecting persons who are not tenants from the property? **AGREED** *g*

16. I will submit the Minneapolis Police Department's No Trespassing sign **Affidavit\*** (page 4) to the Crime Prevention Specialist assigned to the area of my property to authorize the use of city-issued No Trespassing Signs. (Refer to the map on page 17 for **Crime Prevention Specialist\*** area assignments.) **AGREED** *g*

17. If you have a building manager, have you done the required background check required under **Minnesota Statute 299C.68** (Kari Koskinen Background Check Law)? **YES** **N/A** *g*

18. I participate in the following local or regional rental property owner/manager group:

19. I/my agents have attended a Minneapolis City Sponsored Rental Property Owners Workshop on Date: *N/A* If not, *1* my agents will attend the next workshop scheduled.

20. I will take the following steps to prevent further Conduct Violations and criminal activity by my residents and/or their guests: *Immediate notice to tenants and they have the option to move out or go through eviction process,*

21. If a tenant or guest was arrested in the qualifying incident, they must move out and I will not move any so involved to another property I own or manage. **AGREED** *g*

22. I am willing to attend block club or neighborhood association meetings when my property is on the agenda. **AGREED** *g*

**PLAN IMPLEMENTATION**

23. I will maintain all written and electronic records necessary to document the above management plan provisions upon request per the ordinance requirement to implement this plan within twenty-one (20) days of being accepted. You may receive an emailed request to confirm the implementation of your plan between 21 and 60 days of its acceptance.

24. Additional comments or questions you might have:

*This revocation is from PR10K owner and only for unpaid Assessments, not issues with my tenants at all.*

**I agree to abide by the provisions I've set down in this management plan.**

Owner Name:

Date:

*Charles P. Johnson*

*3-13-13*

Authorized Property Manager:

Date:

*[Signature]*  
**Management Plan Accepted on**

(Date)